

<p align="center">STATE OF VERMONT Agency of Administration</p>		
<p align="center">POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL</p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p>DATE: 2/12/2001</p>	
	<p align="center">EFFECTIVE DATE</p> <p align="center">2/12/2001</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR
OTHER AUTHORITY:

Bulletin 3.5

APPROVAL DATE:

APPROVED BY:

Secretary of Administration

POLICY TITLE:

**Issuance of Request for Proposals (RFP's) for Information Technology
Commodities and Services**

POLICY STATEMENT:

The Purchasing Division must issue RFP's for software, equipment and/or personal services, which are related to Information Technology.

PURPOSE/COMMENT:

The purpose of this policy is to ensure that:

- 1) All RFP's have a similar format and include required contract information.
- 2) The Purchasing Division will issue all approved RFP's and manage the administrative processes providing the following assistance:
 - ?? Pre-RFP assistance;
 - ?? Review and recommend or require changes. Work with the department to update the RFP and re-review and forward to the Office of the CIO;
 - ?? Issue the RFP, act as the single point of contact, conduct pre-bid conferences, compile questions and answers and make the necessary web postings on the Purchasing site;
 - ?? Receive and open bids;
 - ?? Provide advice on proposal evaluation and act as facilitator if needed;
 - ?? Will provide sample proposals to help guide departments when creating RFP's;
 - ?? Will NOT place advertisements in newspapers.
 - ?? Will provide the necessary information for the state bid board;
 - ?? Any IT RFP that does not require CIO review will NOT require review by the Purchasing division.
- 3) All notices of available RFP's will be posted on the State's bid board with an electronic copy of the RFP available for download from the Purchasing Division web site (www.bgs.state.vt.us/pca/bids/).

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